HIPAA 5-Step Testing Guidelines

Step 1

- ➤ Provider and/or Service Center representative accesses the ACS VAMMIS Web Site and downloads the EDI Companion Guides at: http://www.virginiamedicaid.dmas.virginia.gov

Step 2

- ➤ Provider and/or Service Center representatives downloads and fills out the following EDI Forms:
  - Submission of Electronic Transactions Agreement of Service Centers Form 101
  - Service Center Operational Information Form 102
- ➤ Sends Service Center Forms to EDI Coordinator at ACS

Step 3

- ➤ Provider and/or Service Center representative selects the transactions to test and completes the form:
  - Provider Service Center Authorization Form 103
- ➤ Send Provider Service Center Form to EDI Coordinator at ACS

Step 4

- ➤ ACS VAMMIS EDI Coordinator sends the Provider and/or Service Center a User ID and Password to access MOVEit® DMZ which is Located at: http://grabit.acs-shc.com

Step 5

- ➤ ACS VAMMIS EDI Coordinator can be contacted by:
  Email: Virginia.EDISupport@acs-inc.com
  Phone: **1-866-352-0766**